

	Understanding the Student Bar Code Label Process for the 2007-2008 School Year		
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Arizona Department of Education

Arizona Instrument to Measure Standards (AIMS)

Student Bar Code Labels

Spring - Fiscal Year 2008

- Frequently Asked Questions

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1 How does the testing company get student data for the test labels?

ADE provides the testing company, CTB/McGraw-Hill, with data for all students enrolled in schools that will be testing in the spring of 2008. The data will be extracted out of the Student Accountability Information System (SAIS) for regular high school and DPA testing. High school science test labels will be extracted from the new online application that allows you to choose the students or cohorts who will be tested this spring.

2 When will the test label data be extracted from SAIS?

ADE will extract SAIS data for the spring test labels using the schedule below. Students not enrolled on the extraction date will **not** receive preprinted barcode labels for the test booklets.

Test Type	Grades	SAIS Extract Date
AIMS Reading, Writing	High School	1/22/08
AIMS Mathematics	High School	2/12/08
AIMS DPA	3-8	2/12/08
AIMS Science	High School	2/12/08
AIMS Science	4, 8	2/12/08
TerraNova	2, 9	2/12/08

3 How do I assign a student a "Group Name?"

A student can be assigned a "Group Name" using the SAIS Student Test Label transaction (022). The testing group name will be used to sort the labels within a grade. The group name should contain the teacher's name. The teacher's name must be entered with standard keyboard characters (no accent marks, enyes, umlauts, etc.)

4 What if I don't want to use "Group Name?"

If you do not want to use "Group Name," your labels will be sorted alphabetically by grade for each school.

5 What student demographic information will be sent to the testing company – CTB McGraw-Hill?

The following information will be sent to create a label for a student.



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Table 1 – Master Test Label File Specification

Field Name	Valid Values / Rules	Source
District Number (district entity ID)	Unique number identifying the district or charter holder.	Enterprise Database
District Name	The name associated with the district entity ID, usually the district name or the charter holder's legal name.	Enterprise Database
School Number (school entity ID)	Unique number identifying the school or charter.	Enterprise Database
School Name	The name associated with the school entity ID, usually the school or charter name.	Enterprise Database
Group	Teacher Name	SAIS Test Label Transaction 022
Barcode ID Number	Unique barcode number for this student	Generated
Student's Last Name	Last name	SAIS Enrollment
Student's First Name	First name	SAIS Enrollment
Student's Middle Initial	Middle initial	SAIS Enrollment
SAIS ID	Unique number identifying the student within ADE, 8 characters	SAIS Enrollment
Gender	F = Female M = Male	SAIS Enrollment
Date of Birth	mm/dd/yy	SAIS Enrollment
Cohort	The year that the student should graduate, four years after their first entry in grade 9. For example, students graduating this year are most likely in cohort 2008.	SAIS Enrollment
Ethnic Background	1. White (Not Hispanic) 2. Black or African American (Not Hispanic) 3. Hispanic or Latino 4. American Indian or Alaskan Native 5. Asian or Pacific Islander	SAIS Enrollment
Grade	2 – 12	SAIS Enrollment
Did the student start this school year at this district?	Y= Yes; N= No	SAIS - Calculated



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Field Name	Valid Values / Rules	Source
Did the student start this school year at this school?	Y= Yes; N= No If the student enrolled in the school within the first 2 weeks, the value will be "Y"; otherwise it will be "N".	SAIS - Calculated
Level of English Proficiency	1 = ELL (English Language Learner) 2 = FEP (Fluent English Proficient)	SAIS Transaction 012, where available
Number of years classified as identified in Question 7	English proficiency years	SAIS Enrollment
Type of ELL program	1=SENG 2=MENG 3=WV1 4=WV2 5=WV3 Or Blank	SAIS Enrollment
Number of years in the ELL program identified in Question 9	1 = Structured English Immersion 2 = Mainstream English Classroom 3 = Waiver 1 4 = Waiver 2 5 = Waiver 3	SAIS Transaction 013, where available
Number of years in the School	0 = Less than 1 1 = 1 2 = 2 3 = 3 4 = 4 5 = 5 6 = 6 7 = more than 6	SAIS - Calculated
Primary Language	1 = English 2 = Spanish 3 = Navajo 4 = Other	SAIS Enrollment Transaction
Title I	Y = Yes; Blank = No	SAIS Transaction 015, where available
English Language Learner	Y = Yes; Blank = No	SAIS Transaction 013, where available



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Field Name	Valid Values / Rules	Source
Migrant Education	Y = Yes; Blank = No	COEStar / SAIS, where available
Special Education	Y = Yes; Blank = No	SAIS Transaction 014, where available
Gifted Education	Y = Yes; Blank = No	SAIS Transaction 015, where available
Speech/Language Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Mild Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Specific Learning Disability	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Emotional Disability	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Moderate Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Visual Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Hearing Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Other Health Impairments	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Orthopedic Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Traumatic Brain Injury	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Multiple Disabilities	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Multiple Disabilities with Severe Sensory Impairment	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Autism	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available
Severe Mental Retardation	Y = Yes; Blank = No	SAIS Transaction 011 or 014, where available

- The barcode program blanks any special characters in the value of the field. An example of specific characters are “_”, “ ’ ”, “*”. For example; if the last name of the student is “O’Neil”, the barcode application will convert the value to “O Neil”. The student last name will be printed as “O Neil” on the barcode label. The “-” will also be removed from the first and last name as well as any other special characters.



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- The lower case data is converted to the uppercase by the barcode process.
- **SAIS Number** is the unique number that represents the students. Every record will have unique SAIS Number. Barcodes will not be created for students without SAIS numbers.
- **Group Name** can be used as Teacher Name in the barcode process. We don't have a separate Teacher Name field other than the group name.
- **Student First Name / Last Name:** The student barcode labels will print a maximum of 18 characters for the full student name (Last name, First name, Middle Initial -including spaces and comma). If the student's full name is greater than 18 characters, the following rules will be applied.
 1. If the student's full name, including spaces and comma is greater than 18 characters, one character will be removed from the end of the **first name**.
 2. If the full name is still greater than 18 characters, then another character will be removed from the end of the **last name**.
 3. If the full name is still greater than 18 characters, one character will again be removed from the end of the **first name**.
 4. If the full name is still greater than 18 characters, one character will again be removed from the end of the **last name**.

A maximum of four characters will be removed from a 22-character full name to bring the full name down to 18 characters.

For an 11-character last name, 7 character first name, and one character middle initial, a total of two characters will be removed from the end of the first name and two characters will be removed from the end of the last name.

For a 10-character last name, 7 character first name, and one character middle initial, two characters will be removed from the end of the first name and one character will be removed from the last name.

For a 9-character last name, 7 character first name, and one character middle initial, one character will be deleted from the end of the first name and one character will be removed from the end of the last name.

6 How do I get a list of those students that will have a label created for this school year?

The ADE provides the ability to view a list of student names sent to CTB for AIMS Label creation. The report – SdTEST02 Test Labels Report – is available at the district level. SdTEST02 contains the following information:

- District ID (CTDS)
- District Name
- District Number
- Test Type
- School CTDS
- School Name
- School Number
- SAIS ID
- Last Name



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- First Name
- Date of Birth
- Gender
- Ethnic Background
- Grade
- Cohort
- Group Name

Results are returned alphabetically by school name within the district, then alphabetically by student last name within the school.

7 What should I do for students that are not enrolled when the label file is created by ADE?

Students that are not actively enrolled in SAIS on the date ADE pulls SAIS data will not receive a barcode label. The demographic data for these students will have to be hand bubbled on the students' answer documents using the instructions in the Test Administration Directions.

8 What happens if I receive labels for students who do not need to be tested or have left the school?

Do not use the label. Return the label with the non-scorable test materials.